

# Quincy Retirement Board

## Position Description

Title: **Executive Director**

**Summary:** This position reports to Quincy Retirement Board. Responsible for the operation of the Quincy Retirement Board's office in conformity with Massachusetts General laws Chapter 32, Public Employee Retirement Administration Commission regulations and the Quincy Retirement Board's policies and regulations with regard to benefits, investment procedures, ethics and any and all related matters. The person filling this position will be responsible for the supervision and operations of the Retirement office.

**Supervision Received:**  
Quincy Retirement Board

**Supervision Exercised:**  
Deputy Director  
Senior Accountant  
Retirement Board Ops Analyst  
Retirement Board Analyst

**Duties and Responsibilities:**

- Responsible for the supervision and operations of the Retirement office.
- Must be thoroughly familiar with the provisions of M.G.L. Ch. 32 and PERAC regulations/procedures.
- Direct, instruct, assist and train subordinates directly or by supervision regarding schedules, methods, procedures, standards of performance, department or government rules, regulations, policies, activities or other matters affecting their work.
- Prepare agenda, circulate minutes and correspondence and participate in Board meetings.
- Meet with prospective retirees and provide information regarding options, payroll deductions and obligations related to their benefits.
- Responsible for balancing monthly retirement check worksheet.
- Attend and participate in staff, department or other meetings, seminars and conferences.
- Execute, develop and issue policies, regulations and rules regarding all fiscal matters, personnel activities and procurement for the Quincy Retirement Board in accordance with statutory regulations.
- Monitor and maintain cash flows, serve as liaison between the board, investment Consultant and Fund Managers, ensuring timely delivery of funds to satisfy Capital Calls, Retiree Payroll, Board

Payroll, Staff Payroll, transfers, withdrawals and Accounts Payable.

- Review all purchase and disbursement warrants before signature.
- Prepare annual budget for review of the Board and notify appropriate government agencies of such.
- Complete special projects as required. Monitor technology that may benefit system operations, ensure that computer and office files are properly maintained, secured and backed up on a regular recurring schedule.
- Responsible for independent exercise of administrative judgment and decision making for all functions of the Retirement Office.

**Education/Experience:**

College or university graduate with at least 4 years of related experience. Ten years of related experience may be substituted for the requirement of a bachelor's Degree and four years of experience. Experienced in use of Microsoft Office applications including but not limited to Word, Excel and Power Point as well as familiarity with retirement software. A thorough knowledge of M.G.L. Chapter 32 is required.

**Work Schedule:**

8:30 A.M. to 4:30 P.M. Monday through Friday

**To Apply for this Position:**

Please provide a resume and letter of interest by email to [soconnor@quincyma.gov](mailto:soconnor@quincyma.gov)